

By-Laws
Housing Authority of the City of La Joya, Texas

Article I the Authority

Section 1 **Name of Authority**. The name of the authority shall be the Housing authority of the city of La Joya Texas.

Section 2 **Seal of Authority**. the seal of the authority shall be in the form of a circle and shall bear the name of the authority.

Section 3 **Office of Authority**. the offices of the authority shall be at such place or places in the city of La Joya, Texas. As the authority may from time to time designate by resolution.

Article II-Officers

section 1 **Chairman**. The chairman shall preside at all meetings of the authority . Except as otherwise authorized by resolution of the authority. the chairman shall sign all contracts , deeds and other instruments made by the authority. At each meeting, the chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the authority.

Section 3 **Vice-Chairman**. The Vice-chairmen shall perform the duties of the chairman in the absence or incapacity of the chairman and in case of resignation or death of the chairmen , the Vice- Chairmen shall perform such duties as are imposed on the chairmen until such time as the authority shall appoint a new chairman.

Section 4. **Secretary**. The secretary shall keep the record of the authority , shall act as secretary of the meeting of the authority and record all votes, and shall keep a record of the proceedings of the authority in a journal of proceedings to kept for such purpose and shall perform all duties incident to his office . He shall keep in safe custody the seal of the authority and shall have power to affix such seal to all contract and instrument authorized to be executed

by the authority.

He shall deposit the same in the name of the authority in such bank or banks as the authority.

He shall have the care and custody of all funds of the authority and shall deposit the name in the of the authority in such bank or banks as the authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the authority . Except as otherwise authorized by resolution of the authority, all such orders and check shall be countersigned by the chairmen. He shall keep regular books of accounts showing receipts and expenditures and shall render to the authority , at each regular meeting(or more often if requested) , an account of his transaction and also of the financial condition of the authority. he shall give such bond for the faithful performance of his duties as the authority may determine. The compensation of the secretary shall be determined by the authority

Section 5. **Executive Director**. The secretary shall be the Executive director of the authority and shall have general supervision over the administration of the business and affairs of the authority, subject to the direction of the authority, He shall be charged with the management of the housing projects of the authority.

Section 6 **Additional Duties**. The officers of the authority shall perform such other duties and functions and may from time to time be required by the authority or the by-laws or rules and regulations of the authority.

Section 7. **Election or appointment** . The chairmen and vice chairmen shall be elected at the annual meeting of the authority from among the commissioners of the authority, and shall hold office for one year or until their successors are elected and qualified. In case of the absence or incapacity of both the chairmen and Vice-Chairmen, the other Commissioners of the authority may elect an acting chairman to serve during the period of absence or incapacity of the chairman and vice chairman.

The secretary shall be appointed by the authority . Any person appointed to fill the office of secretary, or any vacancy therein, shall have such term as the authority office , no commissioners of the authority shall be eligible to this office.

Section 8 **Vacancies** . Should the offices of chairman or vice chairman become vacant , the authority shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. When the office of secretary becomes vacant, the authority shall appoint a successor, as aforesaid.

Section 9 **Additional personnel**. The authority may from time to time employ such personnel as it deems necessary to exercise it's power, duties and functions as prescribed by the housing authorities law of the state of Texas and all other laws of the state of Texas applicable thereto. The selection and compensation of such personnel(including the secretary), shall be determined by the authority subject to the laws of the State of Texas.

Section 10. **Attendance of Board Meetings**. It is mandatory for Board Members to attend all meeting either regular or special, unless the member has a very good excuse. If a Board Member fails to attend two(2) meetings in a row, he/she is subject for dismissal from the Board.

Section 11 **Appointment of Commissioners of a Municipal Housing Authority**.

(a) Each municipal housing authority shall be governed by five commissioners. The presiding officer of the governing body of a municipality shall appoint five persons to serve as commissioners of the authority.

An appointed commissioner of the authority may not be an officer or employee of the municipality. Appointment made under this section must comply with the requirements or Section 392.0331, if applicable.

(b) A commissioner may not be an officer or employee of the municipality. A commissioner may be a tenant of a public project over which the housing authority has jurisdiction.

(c) A certificate of the appointment of a commissioner shall be filed with the clerk of the municipality. The certificate is conclusive evidence of the proper appointment of the

commissioner.

Section 12. Removal of a Commissioner.

- (a) The Mayor may remove a commissioner of a municipal housing authority for inefficiency, neglect of duty, or misconduct in office.
- (b) Before a commissioner may be removed, the commissioner must be given:
 - (1) a copy of the charges before the 10th day before the date of a hearing on the charges; and
 - (2) and opportunity to be heard in person or by counsel at the hearing.

Section 13. Terms of Commissioners.

- (a) A Tenant Commissioner is appointed t a 1 year term. The tenant Commissioner may serve 1 consecutive term only (2 Years). The tenant commissioner may serve again but not consecutively for more than 2 years.
- (b) Commissioners at large will be assigned a place from 1-5.
 - Commissioner Place 1 is 1 year term.
 - Commissioner Place 2 is 2 year term.
 - Commissioner Place 3 is 2 year term.
 - Commissioner Place 4 is 1 year term.
 - Tenant Commissioner Place 5 is 1 year term.
- (c) when a commissioner term expires the mayor appoints a commissioner to the vacant place or position.
- (d) in the circumstances that the commissioner resigns or is removed, the mayor may appoint to that vacant place or position for the rest of the unexpired term.

Article III - MEETING

Section 1 Annual Meeting. The annual meeting of the authority shall be held on the last Tuesday of March at 6:00 p.m. at the regular meeting place of the authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding regular day.

Section 2 **Regular Meetings**. Regular meeting may be held on the last Tuesday of the Month, at 6:00 P.M. at the office of the Authority in the Eliberto Reyna Community Room at 945 South Leo Ave, La Joya, Texas 78560.

Section 3 **Special Meeting**. The chairman of the authority may when he deems it expedient, and shall upon the written request of two members of the authority, call a special meeting of the authority, for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the authority or may be mailed to the business or home address of each member of the authority at lease 2 days prior to the date of such special meeting : provided , that formal notice of the call of the special meeting may be waived if all members of the authority sign a written waiver of notice and consent to meeting in which shall be set out the purposes for which the meeting is to be held. At such special meeting no business shall be considered other than as designated in the call or waiver, but if all of the members of the authority are present at a special meeting any and all business may be transacted at such special meeting.

Section 4 **Quorum at all Meetings** of the authority a majority of the members of the authority shall constitute a quorum of the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 5 Order of business: At the regular meeting of the authority the following shall be the order of business:

1. Roll Call
2. Reading of approval of the minutes of the previous meeting.
3. Bills and communications
4. Reports of the Secretary
5. Reports of the Committee
6. Unfinished business
7. New Business
8. Adjournment

All resolution shall be in writing and shall be copied in a journal of the proceedings of the authority.

Section 6 **Manner of Voting.** The voting on all questions coming before the authority shall be by roll call, and the “yeas “ and “nays” shall be entered upon the minutes of such meeting.

Articles VI- AMENDMENTS

Section 1 **Amendments to By-Laws.** The By-laws of the Authority shall be amended only with the approval of at lease three (3) of the members of the authority at a regular meeting or at a special meeting which has been dully called and held pursuant to Article III, Section 3 of the by-laws, but no such amendment shall be adopted unless at least seven (7) days notice thereof has been previously given to all of the members of the authority.